



WARREN COUNTY PARKS AND RECREATION
JOB DESCRIPTION

- I. Name of Position: Park Supervisor (entry level position, non-managerial)
II. Organization Unit: Various
III. General Summary: Park Supervisor is assigned to a facility and will be under the direct supervision of the Park Manager and/or other management staff as assigned by Director. The Park Supervisor will be required to complete various operational and programming tasks, special event assignments, and maintenance duties.
IV. Qualifications: High school diploma or equivalent (preferred). Excellent customer service skills (preferred); needs to be proficient with Microsoft Word and Excel (desired). WCPRD is an equal opportunity employer.
V. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire. Medical insurance, dental insurance, and vision insurance are available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost). Employee agrees to wage negotiated at time of hire and understands that regular wage increases are not guaranteed. Any wage increases will be approved by W.C. Fiscal Court and adhere to policies of WCPRD.
vi. Employee Classification : Non-Exempt
VII. Essential Job Functions:
1. Assist Park Manager/supervisor in various daily, weekly, and monthly routine (and preventative) job assignments
2. Use various pieces of equipment effectively (including mowing, trimming, chainsaw operation, sod cutting, dirt excavation, ball field maintenance, SandPro, sanders, UTV, various hand tools)
3. Daily ball field maintenance including mound, base and home plate repair, dragging, weeding, painting, inspecting.
4. Daily custodial / grounds cleaning duties including cleaning restrooms, mopping floors, trash maintenance, parking lot/walkway, dugout cleaning.
5. Clean equipment / machinery on daily basis.
6. Report any issues to management staff (vandalism, broken equipment, etc.).
7. Assist with all playground maintenance, mulching, inspections, etc.
8. Perform landscaping/ground maintenance (tree trimming, shrub trimming, pruning, etc.).
9. Paint and make minor fence repairs (as needed).
10. Operate and maintain snow removal equipment (snowplows, blowers) during inclement winter weather events.
11. Attend all mandatory meetings and complete all assigned trainings.
12. Check and complete daily work assignments on current work order system and/or visual display boards.
13. Abide by all posted work schedules and conform with all required scheduling rules and policies.
14. Work effectively as a team with fellow employees to ensure a positive work environment is maintained.
15. Complete all tasks and job assignments as requested by administrative or management staff.
16. Work at assigned gym location to supervise programs/activities at various times throughout the year.
17. Supervise patrons/public involved in various programs, special events, and activities in parks.
18. Work with ice rink operations throughout winter months as requested by administrative/management staff.
19. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy.
20. Complete any other duties as assigned by the Director of WCPRD.
21. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees
VIII. Special Work Conditions:
Indoor/outdoor work; weekend/night work required. Transport and direct supervision of inmates is required.
IX. Verification of Understanding Position:
By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature

Date

Witness Signature

Date

Director WCPRD Signature

Date